

21. Request for Printed Parcel Maps

A Parcel Map shows all parcels of land within a specific barangay, including boundaries, Property Index Numbers (PIN), lot numbers, survey numbers, and classifications. These maps may also contain ownership information, which is considered personal data. The office provides parcel maps upon request; however, detailed ownership information is released **only for legitimate purposes and to authorized requesters** in compliance with the Data Privacy Act (RA 10173). General maps showing only boundaries, Property Index Numbers (PIN), lot numbers, and survey numbers may be provided for other purposes. Fees for this service are based on Ordinance No. 08, Series of 2010.

Office or Division:	Office of the City Assessor- Tax Mapping Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	Client			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Type: no. of copies 1. Notarized Letter request stating specific purpose 2. Request Action Slip (RAS) 3. Official Receipt		Source Office: Notary Public Office of the City Assessor Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit letter request for request Map	1.1 Receives the letter request. 1.2 Forward the letter request to the City Assessor for approval.	None	3 minutes	<i>Administrative Aide IV, Administrative Unit</i>
No activity	1.3 Approve letter request	None	5 minutes	<i>City Assessor</i>
No activity	1.4 Forward the approved letter request to the Tax Mapping Division. 1.5 Inform the client to fill out the Request Action Slip (RAS).	None	3 minutes	<i>Administrative Aide IV, Admin Unit</i>
2. Fill-out Request Action Slip (RAS)	2.1 Assist client in filling-out request action slip (RAS)	None	5 minutes	<i>Administrative Aide IV, Admin Unit</i>
3. Present RAS and payment of fees	3.1 Receive RAS and payment then issue Official Receipt	P400.00+ 30.00	5 minutes	<i>Revenue Collection Clerk</i>

		Doc. stamp/ sheet	(Collector is at City Assessor's Office)	<i>II, City Treasurer's Office, City Assessor's Office</i>
4. Present the RAS and Official Receipt	4.1 Receive the RAS and Official Receipt, then prepare, digitize, plot, and Barangay Base Map.	None	2 days	<i>Draftsman II, Draftsman III, Tax Mapping Division</i>
No Activity	4.2 Verify and approve the Barangay Base Map, then forward it to the Administrative Unit..	None	5 minutes	<i>Division Chief, Tax Mapping Division, City Assessor</i>
No activity	4.3 receive and release the prepared subdivision plan.	None	2 minutes	<i>Administrative Aide IV, Admin Unit</i>
5. Receive documents	5.1 Facilitate the receipt of the signed document and release the Barangay Parcel Map to the client.		2 minutes	<i>Administrative Aide IV, Admin Unit</i>
	TOTAL	P430.00/ sheet	2 days and 30 minutes	
END OF TRANSACTION				